

# **ADDERBURY PARISH COUNCIL**

## **MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 29 APRIL 2025 AT 7.30PM AT CHURCH HOUSE, HIGH STREET, ADDERBURY**

**PRESENT:** Councillors Jacky Atkinson, Joel Greenberg, Sue Jelfs and Rachel Moffat.

**ALSO IN ATTENDANCE:** Theresa Goss, Clerk & Responsible Financial Officer and one member of the public.

In the absence of the Chairman, Councillor Joel Greenberg chaired the meeting.

**173/24 Apologies** – Councillor Diane Bratt submitted her apologies because she was on holiday.

Councillor Simon Davies submitted his apologies because he had another appointment

Councillor Mark Gerold submitted his apologies because he was on holiday.

Councillor Oliver Ighani submitted his apologies because he was at work.

District Councillors David Hingley and Rob Pattenden also submitted their apologies.

**Resolved** that the apologies from Councillors Diane Bratt, Simon Davies, Mark Gerold and Oliver Ighani were accepted and the absences authorised.

**174/24 Declarations of Interest** – All Councillors declared an interest because the Parish Council was the Sole Trustee of the Lucy Plackett Playing Field.

Minute Number 180/24 (i), Planning Applications Minute Number 178/24 – Open Forum – Councillor Sue Jelfs declared an interest because she knew the member of the public who would be addressing the Parish Council during the Open Forum.

Minute Number 180/24 (i), Planning Applications 25/00844/F and 25/00933/TCA – Councillor Rachel Moffat declared an interest in these planning applications because she was a resident of Church Close, Adderbury.

Minute Number 180/24 (i), Planning Applications 25/00508/TCA – Councillor Rachel Moffat declared an interest in this planning application because she was the applicant.

**Resolved** that the interests be noted.

**175/24 Minutes** – Prior to the meeting, the minutes of the meeting held on 25 March 2025 had been circulated to the Parish Council.

**Resolved** that the minutes of the meeting held on 25 March 2025 be approved and signed by the Chairman.

**176/24 Matters Arising from the Minutes of 25 March 2025** – There were no matters arising.

**177/24 Chairman's Announcements** – There were no announcements.

**178/24 Open Forum** – A member of the public addressed the Parish Council with regard to damage to a headstone on her father's grave in Adderbury Cemetery. The member of the public believed that the damage to the headstone had been caused when it was hit by a generator belonging to one of the Parish Council's contractors and therefore, the costs for the repairs should be covered by the Parish Council, which were circa £600.00.

The member of the public had taken a photograph of the generator and advised that the damage had been caused between 18 November 2024 and 20 December 2024. The Chairman of the Parish Council, Diane Bratt, had attended a site meeting to discuss the matter.

At the last meeting of the Parish Council, it had agreed not to cover the cost of the repairs because there was no evidence to determine how the damage had been caused and the Rules and Regulations of Adderbury Cemetery stated that maintenance of headstones were the responsibility of the owner of the grave.

The member of the public felt that the repair was not a maintenance matter, it was damage which had been caused by a Parish Council contractor.

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The Clerk advised that the headstone repair would not be covered by the Parish Council's insurance because it was not a Parish Council asset and an explanation as to how the damaged had been caused could not be offered without any evidence. The Clerk also reminded the Parish Council that in its Standing Orders, it could not change a decision within six months, unless the decision which had been made was illegal, which did not apply in this case.

In the absence of the Chairman of the Parish Council, the Parish Council could not comment on the discussions during the site meeting. Taking this into account and given the decision could not be changed at this meeting, the Parish Council contractors who had worked in the Cemetery would be contacted again, with a photograph to establish whether they had used this piece of equipment. **Action TG**

The member of the public agreed to forward the photograph of the generator to the Clerk.

The member of the public was thanked for addressing the Parish Council and left at this point.

*(For information, following guidance from the National Association of Local Councils, the Parish Council did not specifically name individual residents and provide details of issues within its minutes, unless they are addressing the Parish Council in an official capacity or they specifically request for their name to be included)*

**179/24 Reports from Oxfordshire County Councillor and Cherwell District Councillors** – There was no report from County Councillor Arash Fatemian.

District Councillor David Hingley advised the Clerk prior to the meeting, that he had no further update since the Adderbury Annual Parish Meeting.

**Resolved** that the reports be noted.

### **180/24 Planning**

- i) Planning Applications/Works to Trees – Prior to the meeting, the details of the planning applications/works to trees which have been considered by the Parish Council, since the last meeting, had been circulated.

**Resolved** that, it be noted and approved that, no objections or observations had been made by the Parish Council in respect of the following planning applications/works to trees:

25/00425/F	65 St Marys Road, Adderbury Single storey extension to side and rear of existing house and conversion of existing garage
25/00701/TCA	Kenora 11, Dog Close, Adderbury Tree works
25/00648/F	26 Walton Avenue, Twyford, Front extension and addition of pitched roof over existing bedroom and attached garages. Addition of render to front and side elevations. Alterations to fenestration.
25/00814/TCA	Apple Tree Cottage, Church Lane, Adderbury T1) - Fell small low quality apple tree due to excessive hollows
25/00508/TCA	4 Church Close, Adderbury Tree works

**Resolved** that, it be noted and approved that, objections have been made by the Parish Council in respect of the following planning applications/works to trees:

25/00502/F	66 Rochester Way, Twyford, Two storey side extension
25/00705/TCA	Leys Cottage, The Leys, Adderbury Tree works

**Resolved** that, it be noted that the Parish Council was considering the following planning applications:

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- 25/00826/TCA     The Ridings 1, Lambourne Way, Adderbury  
Tree works
- 25/00885/  
REN56             Sydenham Farm, Aynho Road, Adderbury,  
Propose to install solar panels on the agricultural building at Sydenham Farm
- 25/00811/F        Elton House, Sir Georges Lane, Adderbury,  
Single storey extension and internal and external alterations to an existing garage to  
form ancillary living accommodation to the main house
- 25/00844/F        The Parish, 21 Dog Close, Adderbury  
Single storey front/side extension to form external store and workshop. Demolition of  
rear conservatory and replacement rear extension
- 25/00933/TCA     3 Church Close, Adderbury  
Sycamore (T1) - remove to a stump close to ground level.
- 25/01037/TCA     Le Hall Place, Manor Road, Adderbury  
Tree works
- 25/01049/TCA     St Martins Barn, Chapel Lane, Adderbury  
Tree works

- ii)     Planning Results – The results of planning application determined by Cherwell District Council since the last meeting of the Parish Council, had been circulated to all Councillors prior to the meeting.

**Resolved** that the report be noted.

### 181/24 Village Matters

- i)     FOCAL – Prior to the meeting, Councillor Jacky Atkinson had circulated an update on the work of FOCAL.

**Resolved** that the report be noted.

- ii)     Community and Sports Centre, Milton Road – There was no further update on the project since the Annual Parish Meeting (APM) and the Chairman's APM report was available on the Parish Council web site.

**Resolved** that the report be noted.

- iii)     Dog Waste Bin on John Harper Road, Adderbury – The Parish Council considered a request for a new dog waste bin to be installed on John Harper Road.

**Resolved** that the request be deferred until further information is obtained from Bloor Homes. **Action TG**

### 182/24 Parish Council Matters

- i)     Health and Safety – The Parish Council considered several health and safety inspections.
- Play area inspection at The Rise – Prior to the meeting, Councillor Simon Davies had confirmed there were no issues at The Rise and he was working on obtaining quotes for new fencing.
  - Play area inspection at the Lucy Plackett Playing Field – Prior to the meeting, Councillor Simon Davies had confirmed there were no issues at the play area. However, the bollards which had been removed during the County Council's works had not been reinstated. The Clerk would follow this up with the County Council. **Action TG**
  - Adderbury Lakes – Councillor Rachel Moffat reported there were no issues at Adderbury Lakes and the Work Parties had finished for the summer and would re-start in September 2025.

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- Walled Garden Allotments – Councillor Rachel Moffat reported that there were no issues at the Walled Garden Allotments and plot five had been offered to a new tenant.

**Resolved** that the reports be noted.

- ii) Parish Council Newsletter – The Parish Council discussed items for inclusion in the next Parish Council Newsletter in Contact.

**Resolved** that Parish Councillor Rachel Moffat to continue to edit the Parish Council Newsletter and Councillors to forward items to her. **Action ALL**

- iii) Staffing Committee – Prior to the meeting, the minutes of the Staffing Committee meeting held on 16 April 2025 had been circulated to the Parish Council.

**Resolved** that the minutes be noted.

### 183/24 Finance

- i) Financial Matters – Prior to the meeting, a number of financial documents were circulated to the Parish Council.

**Resolved** that:

- 1) the accounts for payment be approved, as detailed in appendix 1 to the minutes;
- 2) the receipts since the last meeting, the uncashed payments & receipts and the bank reconciliation, as at 29 April 2025 be noted; and
- 3) it be noted that Councillor Rachel Moffat, as Councillor for monitoring the Parish Council's internal controls, has signed the uncashed payments list, the uncashed receipts list, the bank reconciliation as at 31 March 2025 and the Unity Trust bank statements for March 2025.

- ii) Budget Monitoring 2025/2026 – Prior to the meeting, the Parish Council received budget monitoring report for 2025/2026.

**Resolved** that the report be noted.

- iii) General, Ring-Fenced and Ear-Marked Reserves – Prior to the meeting, the general and ear-marked reserves had been circulated to the Parish Council.

**Resolved** that the report be noted and the reserves be approved.

- iv) Internal Audit Report 2024/2025 – The Parish Council considered the Internal Auditor's report for 2024/2025.

**Resolved** that the Internal Audit Report 2024/2025 be noted and the progress with the recommended actions be noted and approved.

- v) Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2025, Annual Internal Auditor's Report - The Parish Council considered the Annual Internal Auditor's Report for 2024/2025.

**Resolved** that the Annual Internal Auditor's Report for 2024/2025 be noted.

- vi) Statement of Accounts 2024/2025 – The Parish Council considered the Receipts & Payments Statement of Accounts as at 31 March 2025.

**Resolved** that the Statement of Accounts 2024/2025 be approved and signed by the Chairman and Responsible Financial Officer.

- vii) Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2025, Section 1 – The Parish Council considered Section 1 of the AGAR, the Annual Governance Statement 2024/2025.

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**Resolved** that Section 1 of the AGAR, the Annual Governance Statement 2024/2025 be approved, signed by the Chairman and Clerk and submitted to the External Auditor, Moore. **Action TG**

- viii) Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2025, Section 2 – The Parish Council considered Section 2 of the AGAR, the Accounting Statements 2024/2025.

**Resolved** that Section 2 of the AGAR, the Accounting Statements 2024/2025 be approved, signed by the Chairman and Responsible Financial Officer and submitted to the External Auditor, Moore. **Action TG**

- ix) Explanation of Variances 2024/2025 – The Parish Council considered the explanation of the variances over 15% compared to 2024/2025.

**Resolved** that explanation of variances over 15% compared to 2023/2024 be noted and approved and submitted to the External Auditor, Moore. **Action TG**

- x) Notice of Public Rights – The Parish Council considered the public rights to inspect the Parish Council's accounting records for 2024/2025 for 30 days starting from 10 June 2025 until 21 July 2025.

**Resolved** that the public has the right to inspect the Parish Council's accounting records from 10 June 2025 to 21 July 2025 and the External Auditor, Moore, be advised of these dates. **Action TG**

- xi) Appointment of Internal Auditor for 2025/2026 – The Parish Council considered appointing Auditing Solutions Ltd as the Internal Auditor for 2025/2026.

**Resolved** that Accounting Solutions Ltd be appointed as the Parish Council's Internal Auditor for 2025/2026. **Action TG**

**184/24 Correspondence** – There was no further correspondence.

### **THE LUCY JANE PLACKETT CHARITY**

(No Items)

**185/24 Meeting Dates** – The Chairman reported that Parish Council meetings would be held in Church House, High Street, Adderbury, at 7.30pm on the following dates:

- 20 May 2025
- 24 June 2024
- 29 July 2025
- 9 September 2025
- 21 October 2025
- 25 November 2025

### **186/24 Items for the Next Agenda**

- Community Emergency Plan
- Parish Council Email Accounts
- Section 106 funds
- Railway embankment site
- New 20mph Vehicle Activated Signs

(Meeting closed at 8.25pm)

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Chairman – 20 May 2025